



Europass Curriculum Vitae

Personal information

First name / Surname **MILUTIN IONELA-MIHAELA**
Address Ghiroda, Str. Victoria, Nr 86, Timis, Romania
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E-mail ionelamilutin2006@yahoo.com
Nationality Romanian
Date of birth 05.11.1970
Gender Female

Work experience

Dates	October 2020 – Present
Employer Name and Address	Timisoara City Hall Bulevardul Constantin Diaconovici Loga 1, Timișoara
Occupation or position held	Counsellor
Type of position or activity	Local public office position
Main activities and responsibilities	
Dates	April 2016 – October 2020
Employer Name and Address	Ministry of National Education str. General Berthelot, nr. 28-30, Sector 1, București
Occupation or position held	Legal counsellor
Type of position or activity	Legal counselling, activities specific to the Legal department of the Ministry
Main activities and responsibilities	Responsibilities of public office position
Dates	December 2015 – April 2016
Employer Name and Address	Ministry of National Education str. General Berthelot, nr. 28-30, Sector 1, București
Occupation or position held	Legal Director of the Ministry of National Education
Type of position or activity	Legal counselling, activities specific to the Legal department of the Ministry
Main activities and responsibilities	Responsibilities of a leadership position while in public office
Dates	September 2012 – December 2015
Employer Name and Address	Ministry of National Education str. General Berthelot, nr. 28-30, Sector 1, București
Occupation or position held	Legal counsellor
Type of position or activity	Legal counselling, activities specific to the Legal department of the Ministry
Main activities and responsibilities	Responsibilities of public office position

Dates	May 2012 – September 2012
Employer Name and Address	Ministry of National Education str. General Berthelot, nr. 28-30, Sector 1, București
Occupation or position held	Legal Director of the Ministry of National Education
Type of position or activity	Legal counselling, activities specific to the Legal department of the Ministry
Main activities and responsibilities	Responsibilities of a leadership position while in public office
Dates	September 2012 – February 2014
Employer Name and Address	West University of Timisoara B-dul. Vasile Pârvan, nr. 4, Timisoara
Occupation or position held	Human Resources Director
Type of position or activity	Human resources counselling, activities specific to the Human resources department of the University
Main activities and responsibilities	Responsibilities of a leadership position
Dates	June 2007 – May 2012
Employer Name and Address	Ministry of National Education str. General Berthelot, nr. 28-30, Sector 1, București
Occupation or position held	Legal counsellor
Type of position or activity	Legal counselling, activities specific to the Legal department of the Ministry
Main activities and responsibilities	<ul style="list-style-type: none"> • Representing in legal court the Ministry of National Education. • Legal counselling for departments and directorates within the Ministry. • Drawing up decisions and documents of a regulatory nature, etc.
Dates	October 2009 – Present
Employer Name and Address	West University of Timisoara B-dul. Vasile Pârvan, nr. 4, Timisoara
Occupation or position held	University Lecturer
Main activities and responsibilities	Didactic activities
Dates	October 2005 – June 2007
Employer Name and Address	Ministry of National Education str. General Berthelot, nr. 28-30, Sector 1, București
Occupation or position held	Head of the Litigation service / Director of Legal disputes service
Type of position or activity	Legal counselling, activities specific to the Legal department of the Ministry
Main activities and responsibilities	<p>Coordinating the activities of the Litigation service through:</p> <ul style="list-style-type: none"> • Ensuring the legality of legislation, decisions and documents of a regulatory nature, order of the minister of education and research. • Representing in legal court the Ministry of National Education. • Representing the department in the Committee of Social Dialogue. • Legal counselling for departments and directorates within the Ministry. • Drawing up some pieces of legislation. • Coordinating the activity of the legal counsellors in the education system in the country, etc.
Dates	June 2005 – October 2005
Employer Name and Address	Ministry of National Education str. General Berthelot, nr. 28-30, Sector 1, București
Occupation or position held	Legal counsellor
Type of position or activity	Legal counselling, activities specific to the Legal department of the Ministry

Main activities and responsibilities

- Representing in legal court the Ministry of National Education.
- Legal counselling for departments and directorates within the Ministry.
- Drawing up some pieces of legislation.

Dates December 1998 – June 2005

Employer Name and Address West University of Timisoara
B-dul. Vasile Pârvan, nr. 4, Timisoara

Occupation or position held Legal counsellor

Type of position or activity Legal counselling, activities specific to the Legal department of the University

Main activities and responsibilities

- Representing in legal court the University.
- Legal counselling for faculties/departments/services within the institution.
- Drawing and approving official documents.
- Participation in contract negotiations, etc.

Dates January 1998 – August 1998

Employer Name S.C. „Dacia Service” S.R.L. Timișoara;
SC. „Ken Stractiv” S.R.L. Timișoara

Occupation or position held Legal counsellor

Type of position or activity Legal counselling, activities specific to the Legal department of the University

Main activities and responsibilities

- Representing in legal court the company.
- Legal counselling for departments/services within the institution.
- Drawing and approving official documents.
- Participation in contract negotiations, etc.

Dates September 1989 – January 1998

Employer Name Primary School of Sandra, Timis
Primary School of Ghiroda, Timis

Occupation or position held Teacher/Instructor

Type of position or activity Teaching

Main activities and responsibilities Activities of teaching and instructing for children 7 to 11 years of age.

Education and training

Dates 2007 – 2010

Title of qualification awarded Qualification: PhD (Legal studies)
Level: Postgraduate studies

Principal subjects/occupational skills covered Title of thesis “Legal characteristics of possession”

Name and type of organisation providing education and training University of Craiova, Law Faculty

Dates 2006 – 2003

Title of qualification awarded Qualification: PhD (Marketing)
Level: Postgraduate studies

Principal subjects/occupational skills covered Title of thesis “Marketing strategies in legal higher education with regards to integration in the European Union”

Name and type of organisation providing education and training West University of Timisoara, Faculty of Economic studies

Dates 2001 – 2002
 Title of qualification awarded Penal law specialization
 Level: Postgraduate studies
 Principal subjects/occupational skills covered Penal law
 Name and type of organisation providing education and training West University of Timisoara, Faculty of Law

Dates 1991 – 1996
 Title of qualification awarded BSc in Legal studies
 Level: Graduate studies
 Principal subjects/occupational skills covered Legal studies
 Name and type of organisation providing education and training “Tibiscus” University of Timisoara, Faculty of Law

Dates 1985 – 1989
 Title of qualification awarded Bacalaureate Diploma
 Name and type of organisation providing education and training Pedagogical Highschool of Timisoara, Teaching department

Personal skills and competences

2006 – Advanced training – Judicial counselor – Mechanisms of work in national and EU administration – Certification
 2003 – Course “Training the trainers” held withing the program PHARE Development of Civil Society, citizen counseling bureau.
 2002 - Course “Counselling within the Bureau for Citizen counselling” held withing the program PHARE Development of Civil Society, citizen counseling bureau.

Mother tongue Romanian

Other languages; Self-assessment

European level

English

German

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Listening			
B2	Advanced User	B2	Advanced User	B2	Advanced User	B2	Advanced User	B2	Advanced User
B2	Advanced User	B2	Advanced User	B2	Advanced User	B2	Advanced User	B2	Advanced User

Social skills and competences

Able to communicate with colleagues as well as with individuals I interact with. Attention to detail, patience, honesty, able to correctly and clearly transmit information, to analyse feedback received, efficiency,

Teamwork: each position held implies tight collaboration, institutional level as well as institutional dialogue with other institutions with competencies in education and citizen problems.

Organizational competences

Well organized leadership skills (due to previous experience)
 Logistical experience due to professional training.
 Ability to adapt to teamwork, and task delegation between team members.
 Ability to coordinate.
 Ability to analyse and synthesize.
 Ability to implement.
 Ability to plan and act strategically.
 Analytical thinking and ability to adapt.
 Ability to perform under pressure.
 Ability to make decisions.
 Experience in management of public institutions.
 Project organization and development.

Technical skills and competences

Office suite (Word, PowerPoint, etc)
Internet navigation.
Adobe Reader

Drawing

Driving licence

Category B drivers' licence

Additional information

In the university years 2002 – 2006 I have performed teaching activities as lecturer under “hourly-pay” (lectures and seminars, day courses, and masters courses) within the Faculty of Sociology and Psychology – West University of Timisoara.

Member of the National Committee of Humanitarian International Law.

Participated in the program for professional development for public employees in leadership positions for the year of study 2006-2007. Held by the National Institute of Administration.